

CITY GOVERNMENT

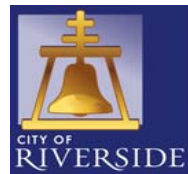
The City of Riverside was incorporated in 1883 and operates under the Council-Manager form of government established by City Charter in 1953. Seven members make up the City Council, elected for four-year terms by geographically designated wards (districts). The Mayor is elected at large and serves as Presiding Officer of the Council, interprets policies and programs to the community, and serves as official head of the City for ceremonial purposes. The Mayor has a voice in all Council proceedings but votes only to break a City Council tie-vote. Members of the Council select a representative from among themselves to serve as Mayor Pro-Tempore. The City Council appoints the City Manager, City Attorney and City Clerk in conformance with the City Charter.

The City's total budget of \$790.3 million reflects a regular full time staff of approximately 2600. The City provides all traditional municipal services and also operates electric and water utilities, a municipal airport, library, and museum.

The City Manager indirectly supervises all City departments. Assistant City Managers supervise the departments of Public Utilities, Police, Public Works, Fire, General Services, Human Resources, Information Technology, Museum, Library, Community Development, Development, Airport, and Parks, Recreation and Community Services, as well as the City's financial operations.

Riverside emphasizes public participation through 17 advisory boards and commissions which review issues and make recommendations on a broad range of topics.

APPLICATION AND SELECTION PROCESS



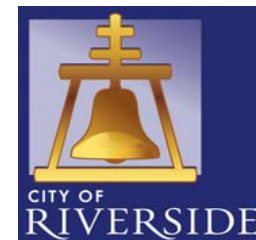
An Equal Opportunity Employer

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Applications will be accepted until 5:00 pm on Friday, March 23, 2007. To be considered, please submit an on-line application available at: www.riversideca.gov/human.

Applications will be reviewed in relation to the criteria outlined in this brochure and successful candidates may be invited to an interview. Candidates meeting the minimum qualifications will be placed on an eligibility list, which will remain in effect for six months.

Our core values are integrity and credibility; commitment to service and action; accountability, inclusiveness and diversity; loyalty, personal growth, innovation and teamwork.



Be a part of this exciting, creative and cooperative environment where you can make a difference. This is an exceptional leadership opportunity in a fast-paced, technologically-oriented, and community-focused organization.

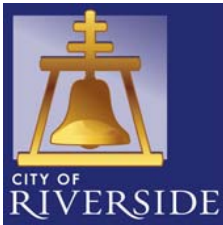
The City of Riverside

**We are seeking a dynamic professional to
serve as
Project Manager, Public Works
Non-Classified**

Salary Range: \$4,923—\$8,579 per month*



THE POSITION



Under general direction, to plan, schedule, coordinate and monitor capital improvement projects; to work closely with the Public Works Department, other City Departments and outside agencies to coordinate timely and seamless service delivery with capital improvement projects; to provide professional and technical staff assistance; and to do related work as required.

EXAMPLE OF DUTIES

Typical duties of the position may include, but are not limited to, the following:

- Establish goals, objectives, priorities, schedules and budgets for individual programs and projects.
- Establish economic development and/or redevelopment strategies, policies and procedures.
- Establish and manage performance measurement systems related to capital improvement projects
- Maintain liaison with local Public Works organizations, businesses, developers, real estate brokers, public agencies, property owners, and the general public to encourage collaborations and promote Public Works activities.
- Make public presentations to legislative bodies, business organizations, community groups, development associations and others regarding the City's Public Works projects, schedules, goals and objectives.
- Conduct and/or coordinate complex studies, and prepare comprehensive reports and recommendations.
- Establish and maintain electronic database and contact management programs or capital improvement project tracking system(s).
- Coordinate with other departments, utility companies and other agencies to facilitate timely completion of projects or the review and processing of specific private development projects.
- Facilitate interdepartmental coordination related to the timely completion of capital improvement projects.
- Must be proficient with CPM Scheduling, including cost and resource loading of Public Works capital improvement projects.
- Must have advanced knowledge and ability to use Primavera Software, including P3, P3E/Ec, Expedition and Sure Track. Other software knowledge includes Microsoft Project, Excel and Access.
- Other duties as required.

EDUCATION AND EXPERIENCE

Education: Equivalent to a Bachelor's Degree from an accredited four year college or university with major work in public or business administration, urban planning or a closely related field. A Master's Degree or graduate level course work is desirable.

Experience: Four years of professional or analytical experience in economic development, redevelopment, urban planning, real estate development, or a closely related field. A Master's Degree may be substituted for one year of the required experience.

COMPENSATION AND BENEFITS

- The monthly salary range for this position is **\$4,923 – \$8,579 monthly.***
- Retirement—The City is a member of the State of California Public Employee's Retirement System (PERS) and provides employees with the 2.7% @ 55 formula. The City also pays the employee's contribution toward the plan.
- Health Insurance—The City offers seven health insurance plans and contributes up to \$851 per month for employee and dependent coverage.
- Dental Insurance—The City provides three dental insurance plans and contributes up to \$45 per month.
- Life Insurance—The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary plus \$1,000 to a maximum of \$600,000.
- Deferred Compensation—The City contributes \$250 per month to a 457 deferred compensation plan for a minimum \$50 monthly employee contribution.
- Leave Benefits—Includes all typical vacation, sick leave, bereavement leave and holiday benefits.

**Appointment may be made at any step contingent upon qualifications of the candidate.*

THE COMMUNITY

Recently named one of "America's Most Livable Communities", Riverside is the largest city within one of the fastest growing regions in the country. As the 12th largest city in California, Riverside has a diverse population of approximately 300,000, covering over 85 square miles. Strong elected, civic, and business leadership has enabled a diversified economy, balanced land uses, quality developments, cultural amenities, and a progressive outlook that supports the community today and well into its promising future.

The City is centrally located in the Inland Empire Region approximately 60 miles east of Los Angeles and 100 miles north of San Diego. As the City has continued to develop into one of the most economically powerful cities in Southern California, it has maintained its historic virtues and cultural roots.